



ST. AUGUSTINE'S  
COLLEGE  
AN AUGUSTINIAN SCHOOL



## Online Teaching & Learning Guidelines

- Teachers when working remotely will on most occasions try to communicate online during normal working hours.
- However, everyone's circumstance is different and we have to be as accommodating to all members of our school community as we can.
- If students or teachers wish to send their work outside of school hours, it is recommended that they schedule a time. **It is important to remember that the evenings and weekends are not considered normal working hours.**
- There is never an expectation on the teacher to have to correct or comment on work sent on Edmodo/Google Classrooms outside of normal school hours.
- If parents need to contact teachers the first point of contact for parents is the office.
- No matter what time a student and/ or teacher is engaging in on-line teaching and learning, **they must abide by the school rules and the rules will be implemented if and when necessary.**
- Teachers may choose to conduct live classes. Zoom/ Google-Meet might be used. Teachers will trust students to behave appropriately online, as they would in their real classroom.

- Students will not record the class unless with the prior permission of the teacher conducting the live online class. If a recording is made with the permission of the teacher, it cannot be shared with anyone outside of the class.
- Social media sites e.g. Facebook, Snapchat, Hangouts, WhatsApp etc, to communicate with students is never permissible. Any such activity will only be on the official school social media account (Facebook and Twitter).
- Students may use their phones **for educational purposes only** and under the supervision of a teacher. If a student uses their phone at any other time they will be asked to hand their phone up.
- **Under no circumstances is a student to take a photo and/or record either a student and/or teacher in school.**
- **Photos and/ or recordings are never to be posted on any social media sites; severe sanctions will result in any student who does this.**